

March 18, 2005

TO: ESD WorkFirst Supervisors  
FROM: Brian Roper, WorkFirst Program Manager  
SUBJECT: Activity Planner

On March 28<sup>th</sup>, 2005, customers will be able to access the new Activity Planner screen and track their activities.

The diagram illustrates the user flow from the 'WELCOME TO WORKFIRST Customer Activity Sign In' screen to the 'WELCOME TO WORKFIRST Customer Activity Menu' screen. The sign-in screen includes fields for 'Customer's Last Name' and 'Password', a 'Sign In' button, and a 'Cancel' button. An arrow points from the 'Sign In' button to the 'Activities Planner' option in the menu. The menu also lists 'Steps to Employment Plan' and has an 'Exit' button at the bottom right. A note at the bottom of the sign-in screen reads: 'If you have any questions/problems, please contact the reception desk.'

Once customers log-in to the Customer Activity Sign In screen, they need to choose the Activity Planner option. This will display the Activity Planner screen.

The screenshot shows the 'Activity Planner' screen. At the top, there is a navigation bar with 'CUSTOMER', 'LISTS', 'TOOLS', 'REPORTS', and 'HELP'. The user's name '2189493 - WILLIAM WILSON' is displayed in the top right. The main heading is 'Activity Planner'. Below this, it says 'Today's Date: March 16, 2005'. There are 'Save' and 'Cancel' buttons. The main content area contains the following text: 'Job Search: 1<sup>st</sup> choice of jobs I will be seeking:', '2<sup>nd</sup> choice of jobs I will be seeking:', 'The above information will be entered when the Steps to Employment plan is approved.', 'On the days that job search is my required activity I will make at minimum 3-employer contacts.', 'Date: March 16, 2005', 'I will complete the following activities:', 'I plan on attending the resume writing class on Thursday and will work on completing my resume on the resource room on Friday.' An arrow points from the text 'The 1<sup>st</sup> and 2<sup>nd</sup> choice of jobs will auto fill from the Steps to Employment plan once the plan has been approved.' to the job search section. Another arrow points from the text 'Customers will complete the section titled "I will complete the following activities" and click on the Save button to save their work.' to the 'I will complete the following activities' section.

The 1<sup>st</sup> and 2<sup>nd</sup> choice of jobs will auto fill from the Steps to Employment plan once the plan has been approved.

Customers will complete the section titled "I will complete the following activities" and click on the Save button to save their work.

**Activity Planner**

9577 - SALLY VANDYKE
Today's Date: March 9, 2005

Job Search: 1<sup>st</sup> choices of jobs I will be seeking:  
 2<sup>nd</sup> choices of jobs I will be seeking:  
 The above information will be entered when the Steps to Employment plan is approved.

On the days that job search is my required activity I will make at minimum 3-employer contacts.

Date: March 9, 2005  
 I will complete the following activities:

1000

If you would like to make changes to the activity you entered today, please enter in the changes in the text box below.  
 I plan on attending the resume writing class on Thursday and will work on completing my resume in the resource room on Friday.

1000

**Activity History:**

Date: 03/09/2005  
 I will complete the following activities: I plan on attending the resume writing class on Thursday and will work on completing my resume in the resource room on Friday.

Any changes to an Activity Planner entry must be made the same day the original entry was created. This is accomplished by entering the changes in the 2<sup>nd</sup> text box. This second box will only be visible when changes can be made.

Customers will be able to scroll down to see past entries with the scroll bar in the Activity History section.

Staff will be able to access the Activity Planner through the Customer Tab.

If you have any questions concerning this memo, please contact the WorkFirst Help Desk at (360) 438-3242.

CC: Peggy Zimmerman  
 Sandy Miller  
 WorkFirst Coordinators  
 WorkFirst Trainers  
 WorkFirst Administrative Staff